

---

**REQUEST FOR QUOTATION  
PROCUREMENT OF LIGHTING FIXTURES AND INSTALLATION SERVICES  
RFQ NO. HQ-2024-000372**

Date: **October 25, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for lighting fixtures and installation services as described in Annex B (Technical Specifications), which is available only in Italian.

We also request that your Quotation is submitted using the format specifically detailed in Annex C (Bidders's Quotation).

Quotations submitted by email must be limited to a maximum of 10MB, virus-free and in no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A (Instructions to Bidders), point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service upon presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instructions to Bidders	Annex A
Technical Specifications (available <u>only in Italian</u> ) with the Attachments: 1) Bill of Quantities (“Richiesta Offerta”) (available <u>only in Italian</u> ) 2) Attachment 1 – Lantern-Shaped Lamp (available only in Italian) 3) Attachment 2 – Wall Lamp for Outdoors (available only in Italian)	Annex B
Supplier’s Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO. HQ-2024-000372** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before

**Date: November 5, 2024**

**Time: 15:00 hours Rome, Italy local time.**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,

International Development Law Organization | IDLO  
Headquarters in Rome

**ANNEX A  
INSTRUCTIONS TO BIDDERS**

a. Description of requested goods and services	See Annex B (Technical Specifications)
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before: <b>Date: November 5, 2024</b> <b>Time: 15:00 hours Rome, Italy</b> local time.
c. General Terms and Conditions	Any quotation submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods or Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within <b>30 days</b> after satisfactory receipt of all goods or services and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods or Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	90 days  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> (ONLY)
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	<b>IDLO Headquarters in Viale Vaticano 106, 00165 Rome, Italy.</b>
j. Delivery Terms	The delivery of goods and associated services shall commence on 20 November 2024 and be completed by <b>20 December 2024.</b>
k. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
l. Currency of Quotation	EUR

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Bill of Quantities (“Richiesta Offerta”); <input checked="" type="checkbox"/> Annex C (Supplier’s Quotation) duly signed and stamped; <input checked="" type="checkbox"/> Latest business registration certificate (visura camerale, or equivalent); <input checked="" type="checkbox"/> Company brochure with overview of services for technical Responsiveness; <input checked="" type="checkbox"/> Operational Safety Plan (POS); <input checked="" type="checkbox"/> Document to prove up-to-date payment of social security and insurance contributions (e.g., by means of a DURC certificate), in compliance with existing legislation; <input checked="" type="checkbox"/> Site inspection report and acknowledgment of site conditions, duly signed.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Warranty on Parts and Labour for minimum period of 2 years
p. Evaluation of Quote	<p>Evaluation will be done according to the following order of priorities:</p> <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents, as per Annex A, point m</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	<p>Contract Award shall be granted according to:</p> <ol style="list-style-type: none"> <li>a) Full submission of: <ol style="list-style-type: none"> <li>a. Bill of Quantities (“Richiesta Offerta”) and</li> <li>b. Bidder’s Quotation (Annex C) signed and stamped;</li> </ol> </li> <li>b) Lowest priced, most technically acceptable/compliant offer.</li> </ol>
r. Contract Signature	<p>Within <b>five (5) calendar days</b> from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>
s. Liquidated Damages	<input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.  <p>Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely</p>

	<p>by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.</p> <p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
<p>t. <b>Site visit</b></p>	<p><b>Under penalty of exclusion from the procedure, all Bidders are required to attend a site visit.</b></p> <p>“Report of site inspection and acknowledgment of site conditions” will be issued to each Bidder during the site visit and must be included as part of the bidding documentation submitted.</p> <p>To this end, all prospective Bidders are invited to request a site visit (in writing) by sending an email to <a href="mailto:ospurchasing@idlo.int">ospurchasing@idlo.int</a>.</p> <p>The date(s) and time(s) of the site visit(s) will be confirmed upon receipt of the requests, which must be submitted <b>before 31 October 2024, the final available date for scheduling visits.</b></p> <p>No verbal statement made during the visit shall modify the terms and conditions of the RFQ, unless specifically issued/posted as an amendment to RFQ.</p>

---

## ANNEX B TECHNICAL SPECIFICATIONS

### A. Technical Specifications for Goods and associated Services

IDLO Headquarters in Rome is looking to procure lighting fixtures and installation services for the terrace of the second floor of the building located at Viale Vaticano 106 (hereinafter referred to as the “Works”).

The description of the requested Works is available only in Italian and is as follows:

- Installazione di 4 corpi illuminanti a parete, a forma di lanterna modello e dimensioni indicate nella “**Richiesta Offerta**”, di cui 3 installate utilizzando l’attuale presenza di corrugati ed 1 invece creando una linea sottotraccia derivata dalle linee esistenti, per arrivare alla parete di fronte la porta di accesso al terrazzo (**Allegato 1 - Lampada a forma di lanterna**).
- Installazione di 4 corpi illuminanti a parete, modello e dimensioni indicate nella “**Richiesta Offerta**”, installate sulla parete interna del parapetto utilizzando i corrugati già predisposti (**Allegato 2 - Lampada da parete per esterno**).
- Entrambe le linee di Fm dei corpi illuminanti andranno portate al quadro presente in cucina e dotate di interruttore magnetotermico ed inoltre collegati a due interruttori a parete per accensione e spegnimento in forma distinta.
- Esecuzione di tracce per le nuove linee, comprensive di corrugati diam. 25 mm min. con successiva richiusura e tinteggiatura con pittura al quarzo o pittura per esterno, dello stesso RAL della facciata indicato dalla committenza.
- Esecuzione di cavidotto in PVC diam. min. 25 mm ed installazione di scatole di derivazione IP55 sulle predisposizioni esistenti ed ove necessario con successiva tinteggiatura con RAL uguale a quello della facciata, indicato dalla committenza.
- Installazione di presa a Schuko a parete sotto l’interruttore esterno esistente.

A complete list of the requested Works, including related components, furnishings, materials, and selected finishes, is included in the attached Bill of Quantities (“Richiesta Offerta”), which is available only in Italian.

### B. Duration of the Works

The Supplier is expected to commence the Works on 20 November 2024 and complete them by 20 December 2024.

### C. Scope of Tender Price

The Tender Price shall be structured according to Bill of Quantities (“Richiesta Offerta”), which is available only in Italian. All prices should be provided as prices without VAT.

### D. Annexes to the Technical Specifications

- 1) Bill of Quantities (“Richiesta Offerta”) (available only in Italian)
- 2) Attachment 1 – Lantern-Shaped Lamp (available only in Italian)
- 3) Attachment 2 – Wall Lamp for Outdoors (available only in Italian)

### E. Specifications for After-Sale Service for Goods

---

Warranty on Parts and Labour for minimum period of 2 years.

---

**BILL OF QUANTITIES**  
(only in Italian)



# **RICHIESTA OFFERTA**

**OGGETTO:** Lavori di manutenzione ordinaria per installazione di corpi illuminanti nella nostra sede sita in Viale Vaticano, 106

**COMMITTENTE:** IDLO - International Development Law Organization

Roma, 24/10/2024

**IL TECNICO**

Num.Ord. TARIFFA	DESIGNAZIONE DEI LAVORI	DIMENSIONI				Quantità	IMPORTI	
		par.ug.	lung.	larg.	H/peso		unitario	TOTALE
	<b>R I P O R T O</b>							
	<b><u>LAVORI A MISURA</u></b>							
1 NP.01	Fornitura e posa in opera di n. 4 corpi illuminanti con fissaggio a parete, MODELLO: 4lite – Lanterna decorativa IP65 E27 Cod.: 4L2/3412 dimensioni. 410x231x194 mm di colore nero o con modello equivalente con stesso indice di protezione IP65, E27 e stesso design e di colore nero, comprensivo di allaccio alla forza motrice ed all'interruttore di accensione/spengimento, anch'esso fornito e posto in opera ed al quadro elettrico comprensivo di interruttore magnetotermico, fornito anch'esso. Comprensivo di lampadina con tonalità luce a 3000K bianco caldo ed ogni opera accessoria per rendere il lavoro a regola d'arte.					1,00		
	SOMMANO a corpo					1,00		
2 NP.02	Fornitura e posa in opera di n. 4 corpi illuminanti con fissaggio a parete, mod. HAOFU 12W LED cod.: DT-3k con tonalità 3000K bianco caldo, IP65 di colore nero o con modello equivalente con stesso indice di protezione IP65, E27 o LED e stesso design e colore nero, comprensivo di allaccio alla forza motrice, all'interruttore di accensione/spengimento ed al quadro elettrico comprensivo di interruttore magnetotermico, fornito anch'esso. Comprensivo di ogni opera accessoria per rendere il lavoro a regola d'arte.					1,00		
	SOMMANO a corpo					1,00		
3 NP.03	Fornitura e posa in opera di scatola di derivazione esterna in PVC IP55					4,00		
	SOMMANO cadauno					4,00		
4 NP.04	Fornitura e posa in opera di canalina in pvc esterna completa di cravatte di fissaggio a parete. Diam. 25 mm					10,00		
	SOMMANO ml		10,00			10,00		
5 NP.05	Fornitura e posa in opera di presa Schuko con contenitore per esterno IP55 (da installare poco sotto l'interruttore attuale attraverso canalina in PVC)					1,00		
	SOMMANO a corpo					1,00		
6 NP.06	Esecuzione di assistenza muraria per la realizzazione di tracce, comprensivo di ogni opera necessaria per dare un lavor a regola d'arte.					10,00		
	SOMMANO ml		10,00			10,00		
7 NP.06.1	Movimentazione dei materiali di risulta nell'area di cantiere, compreso il calo in basso, carico e trasporto a discarica, compreso gli oneri di discarica (CER 170107) Materiale di risulta dalle tracce					0,30		
	SOMMANO Ton				0,300	0,30		
8	Fornitura e posa in opera di corrugato in PVC diam. 25 mm							
	<b>A R I P O R T A R E</b>							

Num.Ord. TARIFFA	DESIGNAZIONE DEI LAVORI	DIMENSIONI				Quantità	IMPORTI	
		par.ug.	lung.	larg.	H/peso		unitario	TOTALE
	<b>R I P O R T O</b>							
NP.07	10 ml circa  SOMMANO a corpo					1,00 1,00		
9 NP.08	Richiusura di tutte le tracce con successiva rasatura e tinteggiatura con pittura al quarzo o prodotto similare (pittura per esterno) delle stesse con uguale RAL della facciata indicato dalla committenza.  SOMMANO a corpo					1,00 1,00		
10 NP.09	Tinteggiatura, previo passaggio di primer fissativo di tutte le tubazioni in PVC installate e delle cassette di derivazione in PVC installate, con lo stesso RAL edlle facciata indicato dalla committenza  SOMMANO a corpo					1,00 1,00		
11 S01.01.004.0 2.01.b	Ponte su ruote a torre (trabattello) prefabbricato UNI EN 1004 in tubolare di alluminio, base cm 75 x 165, completo di piani di lavoro, botole e scale di accesso ai piani, protezioni, stabilizzatori e quanto altro previsto dalle norme vigenti, carico massimo kg 190. Altezza massima piano di lavoro m 1. Per ogni montaggio e smontaggio in opera.  SOMMANO cad					1,00 1,00		
12 S01.01.004.0 2.01.a	Ponte su ruote a torre (trabattello) prefabbricato UNI EN 1004 in tubolare di alluminio, base cm 75 x 165, completo di piani di lavoro, botole e scale di accesso ai piani, protezioni, stabilizzatori e quanto altro previsto dalle norme vigenti, carico massimo kg 190. Altezza massima piano di lavoro m 1. Nolo per ogni mese o frazione del solo materiale.  SOMMANO cad					1,00 1,00		
13 S01.04.001.0 2.b	Cartelli di divieto (colore rosso), conformi al D. Lgs. 81/08, in lamiera di alluminio 5/10, con pellicola adesiva rifrangente. Nolo per ogni mese o frazione. Dimensioni mm 270 x 330. Divieto di accesso ai non addetti ai lavori  SOMMANO cad					1,00 1,00		
14 S01.04.001.0 8.c	Cartelli riportanti indicazioni associate di avvertimento, divieto e prescrizione, conformi al D. Lgs. 81/08, in lamiera di alluminio 5/10, con pellicola adesiva rifrangente. Nolo per ogni mese o frazione. Dimensioni mm 330 x 500. Caretello con disposizioni generali area di cantiere  SOMMANO cad					1,00 1,00		
15 S01.04.004.0 1	Kit leva schegge in valigetta contenente un matita levaschegge Professional, uno specchietto, una lente d'ingrandimento, un flacone di soluzione sterile salina ml 130 con tappo oculare, un bicchierino oculare, una pinza levaschegge inox cm 11,5, due buste garza sterile cm 18 x 40. Fornitura  SOMMANO cad					1,00 1,00		
	<b>A R I P O R T A R E</b>							

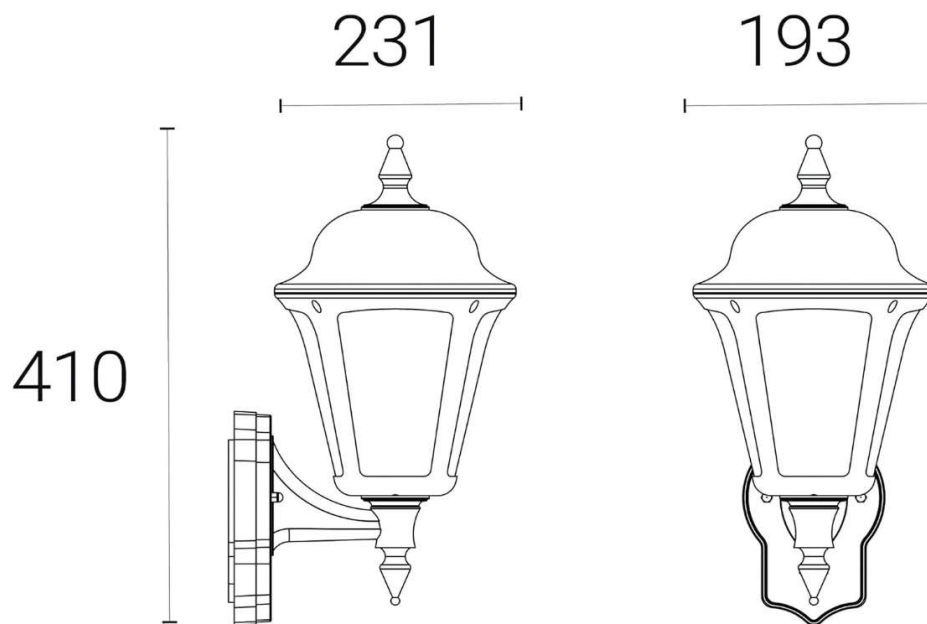


---

**ATTACHMENT 1 - LANTERN-SHAPED LAMP**  
(only in Italian)

Allegato 1

MODELLO: 4lite – Lanterna decorativa IP65 E27 Cod.: 4L2/3412 dimensioni. 410x231x194 mm di colore nero o con prodotto equivalente per indice di protezione, forma, colore e caratteristiche.



---

**ATTACHMENT 2 - WALL LAMP FOR OUTDOORS**  
(only in Italian)

## Allegato 2

HAOFU 12W LED cod.: DT-3k con tonalità 3000K bianco caldo, IP65 di colore nero o con modello equivalente con stesso indice di protezione IP65, colore, forma e caratteristiche.





**ANNEX C  
SUPPLIER'S QUOTATION**

The Quotation shall be completed by filling out Bill of Quantities ("Richiesta Offerta"), available only in Italian. **All prices should be provided as prices without VAT.**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items/provide services listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. HQ-2024-000372**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Authorized Representative</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

<b>Name, position and signature of the Bidder</b>  <hr/> <i>Duly authorised to sign this Bid</i>  <b>Date:</b>	<b>Bidder's Stamp</b>
--	-----------------------

---

**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS**  
**OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_f  
or\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_f_or_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_f  
or\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_f_or_services_feb_2022.pdf)

[https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-  
conduct.pdf](https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf)